

8th Army Knowledge MGT Information Dissemination MGT – Tactical

Demonstration

Prepared by SPC. Chung

8th Army Portal Site


8ARMY Portal - Home - Microsoft Internet Explorer provided by 175th FINCOM

File Edit View Favorites Tools Help

Address http://8army/default.aspx

Microsoft Office
SharePoint Portal Server 2003

Home Staff/Special Staff Working Groups MSCs Sites Training

 **8ARMY Portal**
for Collaboration

KOREA 10:12 HAWAII 15:12 LEWIS 17:12 BRAGG 21:12 ZULU 01:12 IRAQ 04:12

All sources

[Old 8th Army Intranet Site](#)

Home

- Staff/Special Staff
- Working Groups
- MSCs
- Sites
- Training

8th Army Areas/SubAreas
Staff/Special Staff
G1/AG | G2 | G3 | G4 | G5 | G6 | ENGINEERS | PMO | PAO | SJA | Surgeon | G8 | Chaplain | FINCOM | SGS | EO | IG | SWO | Geospatial

Sites





Working Groups
OSWG | OPWG | OEWG | C4IWG | IOWG

Training

MSCs
2ID | MFAB | Troop Command | 1st SIG BDE | 8th MP | 311th Theater Signal Command (311th TSC) | 35th ADA BDE

8th Army LINKS

New Item | Filter | Change Order

Edit URL	Notes
 Current 8th Army Command & Staff Briefing	Most current 8th Army Command & Staff Briefing as it was briefed in the VanFleet
 Archived Command and Staff Briefings	8th Army weekly Command and Staff Brief Archived briefs, all briefings are consolidated into one Powerpoint slide named by DTG
 Monthly OPSEC Newsletter	Posted by 8th Army G3 Information Operations Div
 Off Limits/Curfew Information	Off limit areas off post and curfew information

8th Army Portal - General Usage Guidance

Subject

Posted By
8ARMY\Administrator

■ Sites vs. Areas

There are 2 major sections to the 8th Army Portal. The selections at the top of the screen (Home, Staff, Plans...) are all "AREAS", except for "SITES".

AREAS: Used to display Section/OWG Published content or final products to the general public.

SITES: Section/OWG collaborative location for internal development of products and knowledge...

Public Website Links

- 8th Army Public Website
- US Forces Korea Public Website
- 19th Theater Support Command Public Site
- 1st Signal Brigade
- 8th Military Police Brigade
- 8th Personnel Command
- 175th Finance Command
- 6th Cavalry Brigade
- 17th Aviation Brigade
- Deputy Chief of Staff Medical
- 18th Medical Command
- Installation Management Agency (IMA)
- Morale Welfare and Recreation (MWR)
- RCIO

■ Add new link

Events

There are currently no upcoming events. To add a new event, click "Add new event" below.

■ Add new event

Local intranet

G3

8ARMY Portal - G3 - Microsoft Internet Explorer provided by 175th FINCOM

File Edit View Favorites Tools Help

Address http://8army/G3/default.aspx

Microsoft Office
SharePoint Portal Server 2003

Home Staff/Special Staff Working Groups MSCs Sites Training

8ARMY Portal
G3

This topic

Current Location

- Home
- Staff/Special Staff
- G3
- 01_G3 SGM Information Portal
- 02_Operations Division
- 03_Plans / FUOPs / Force Mod
- 04_Training/Ex...
- 05_AVN Division
- 06_Air & Missile Defense Division
- 07_G3 Resource Management
- 08_G3 Info Mgt Branch
- 09_Combined Effects Synchronization Cell
- 10_G3 Admin

G3 Announcements

New Web Pages!!!!
by Connor, Robert J. MAJ EUSA G3
All Sections have done a great job updating your NIPR webpages. Don't forget your constant responsibility to maintain the data on your GCCS-K webpages as well. Remember, the GCCS-K pages were built from your NIPR pages so alot of sections...

3/29/2005 19:34

Add new announcement

G3 Sections

01_G3 SGM Information Portal RSO&I 05 ADMIN Calendar	02_Operations Division 01_Eighth Army Operations Center 02_OPS SGM 03_Antiterrorism 04_G3 Taskings 05_EOD 06_NBC 07_IO 08_Audiovisual Support	03_Plans / FUOPs / Force Mod 01_Future Operations (FUOPS) 03_Future Plans 02_Force Management Branch 04_Plans / FUOPs / Force Mod Admin Section
04_Training/Exercises 01_Training Operations Branch (TOB) 02_Individual Training Branch (ITB) 03_Munitions, KATUSA Soldiers and NET Operations (MKNO) 04_TSAK G3 Exercises	05_AVN Division 01_CJ3 Aviation 02_Air Traffic Services 03_Aviation Standardization 04_Aviation Safety 05_Aviation Tactical Operations 06_Aviation Maintenance 07_Aviation Training and Simulation Branch 08_G3 Aviation Admin 09_Current Operations 10_Aviation Resource Management Survey (ARMS)	06_Air & Missile Defense Division 09_Combined Effects Synchronization Cell Links Website Links
07_G3 Resource Management 10_G3 Admin Awards Command Sponsorship Evaluations In & Out Processing Mailroom Management Control Program NEO Ration Control Program Security Management Strength Management Supply Management Voting Assistance	08_G3 Info Mgt Branch	

Local intranet

AREAS vs SITES

- AREAS: Used to display Section/OWG Published content or final products to the general public.
- SITES: Section/OWG collaborative location for internal development of products and knowledge...

Sites

Collaboration Sites - Microsoft Internet Explorer provided by 175th FINCOM

File Edit View Favorites Tools Help

Address http://8army/SiteDirectory/Lists/Sites/AllItems.aspx

Microsoft Office
SharePoint Portal Server 2003

Home Staff/Special Staff Working Groups MSCs **Sites** Training

ARMY Portal
Sites

All sources

Current Location
▼ Home
Sites

Select a View
Summary
All Items

Sites are for collaboration within the staff section or working group.
Use areas to find Published or finalized content.

The Site Directory lists Web sites associated with this portal site. You can browse for sites based on their properties, search for sites, and find sites of special interest in Spotlight Sites. Sites are used for staff or working group internal collaboration, use Area listed next to sites at the top for Published content.

Contact:
CW4 Barry Rosenblatt

Search for sites:
 →

Filter

Title	Staff Type
175thFINCOM	MSC
1st SIG Bde	MSC
2ID	MSC
35th ADA BDE	MSC
8th MP	MSC
8th PERSCOM	MSC
8thArmyBand	Special Staff
C4IWG	Working Group
Chaplain	Special Staff
Command&Staff	Staff
Demo	Admin
Engineers	Staff
Equal Opportunity	Special Staff
G1/AG	Staff
G2	Staff
G3	Staff
G3 Emergency Operations Center	Staff
G3 SGM BUB	Admin
G4	Staff

Local intranet



175th FINCOM Site

Home - 175thFINCOM - Microsoft Internet Explorer provided by 175th FINCOM

File Edit View Favorites Tools Help

Address <http://8army/sites/175fincom/default.aspx>

Home Documents and Lists Create Site Settings Help Up to 8ARMY Portal

 **175thFINCOM** Home KOREA 13:55 HAWAII 18:55 LEWIS 20:55 BRAGG 00:55 ZULU 04:55 IRAQ 07:55  Modify Shared Page

175th Finance and Accounting Command

Events

There are currently no upcoming events. To add a new event, click "Add new event" below.

[Add new event](#)

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

[Add new announcement](#)

Documents

Type	Name	Modified By	Modified
There are no items to show in this view of the "Documents" document library. To create a new item, click "Add new document" below.			
Add new document			

Contacts

Last Name	First Name	Business Phone	E-mail Address
Chung	Jae	725-9980	jae.chung1@korea.army.mil
Add new item			

URL Links

- Find Other 8th Army Sites
- 8th Army Command & Staff Briefing
- 175th FINCOM Website
- 175FINCOM IMD

[Add new link](#)

Done Local intranet

Create Sites

- Create a Top Level Site (*Note: op Level Sites created by admins only – all section sites will be created as sub-sites of their section site (next section))*

Create a Top Level Site

1. To create top level Site, click on **Sites** from the Home page



2. Click **Create Site** from the Actions section



Create a Top Level Site

Title and Description Type a title and description for your new SharePoint site. The title will be displayed on each page in the site. The description will be displayed on the home page.	Title: <input type="text" value="YourTopSite"/> Description: <input type="text" value="For Training on Top Level Site Creation"/>
Web Site Address Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember. For example, <code>http://8army/sites/mysite</code>	URL name: <code>http://8army/</code> <input type="text" value="sites"/> / <input type="text" value="YourTopSite"/>
Your E-mail Address Type your e-mail address. This e-mail address will be used to send you information about your site.	E-mail Address: <input type="text" value="barry.rosenblatt@us.army.mil"/> For example, <code>someone@example.com</code>
<div><input type="button" value="Create"/> <input type="button" value="Cancel"/></div>	

3. From the New Sharepoint Site, Enter field information as displayed, click **Create**, when done.

Create 175FINCOM Sub Site

175th FINCOM



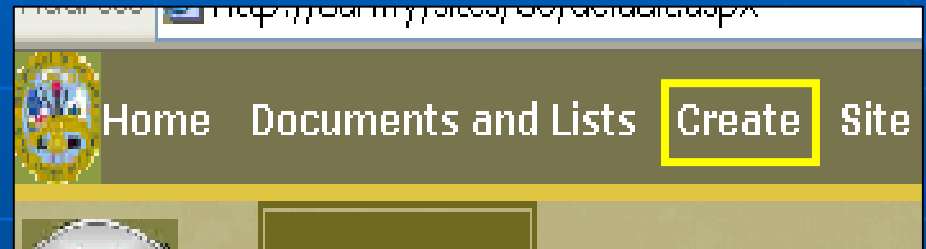
```
graph LR; A[175th FINCOM] --> B[IMD]
```

The diagram consists of two white rectangular boxes with black text and a black triangular corner cutout at the bottom right. The first box, labeled '175th FINCOM', is positioned on the left. A thin black line extends from its bottom edge, ending in a right-pointing arrowhead that points to the second box. The second box, labeled 'IMD', is positioned to the right of the first box.

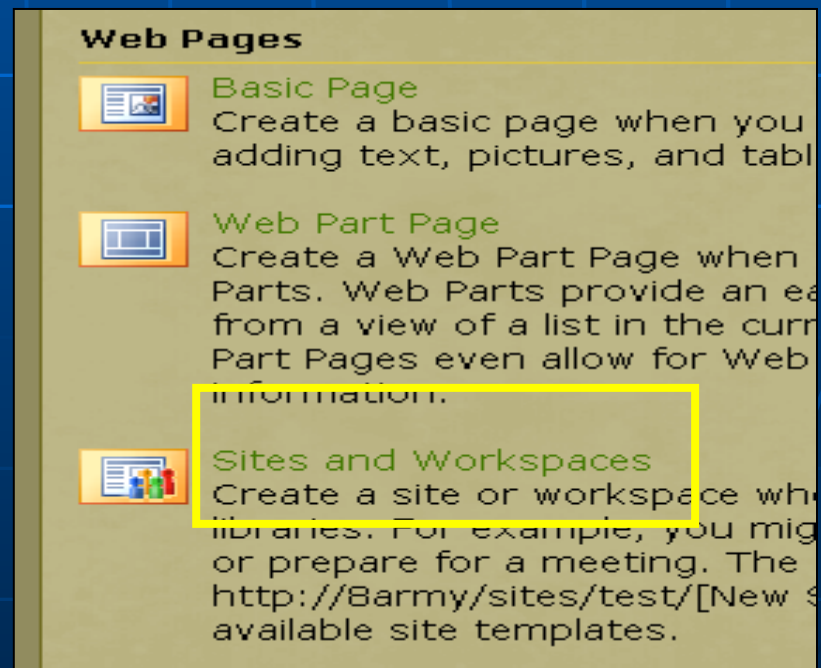
IMD

Create 175FINCOM Sub Site

1. To create a sub-site to an existing Site, click on **Create**.



2. Scroll down, to the Web Pages section, click **Sites and Workspaces**




Create 175FINCOM Sub Site

3. From the New Portal Site, click on the **Sites** area. Under **title**, specify the site name (IMD)

Title:

4. Type a brief **description** of the site (sub site of 175th FINCOM)

Description:



Create 175FINCOM Sub Site

5. a. On a Site, specify whether the new site should **inherit user permissions** from the parent site. Select same permissions
- b. On a Portal Site, type your **email address**, designating you as the owner of the site.

User Permissions:

- ☒ Use same permissions as parent site
☐ Use unique permissions

E-mail Address:

sss@mcci.net

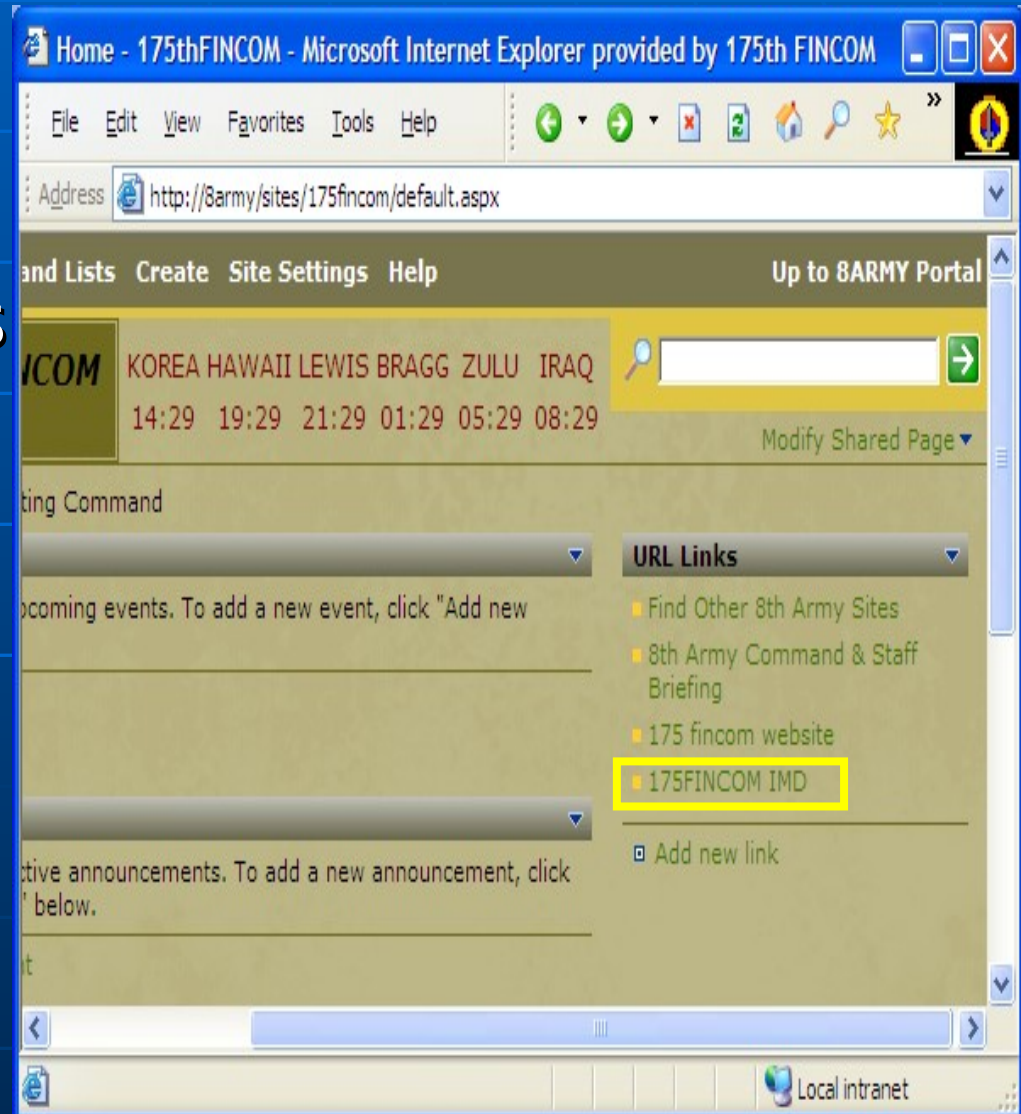
For example, someone@example.com

6. Click **Create**

Create

Link the Subsite

- If you created a new subsite, the parent site now has no direct link to that subsite, add a link in a Links Webpart to the subsite

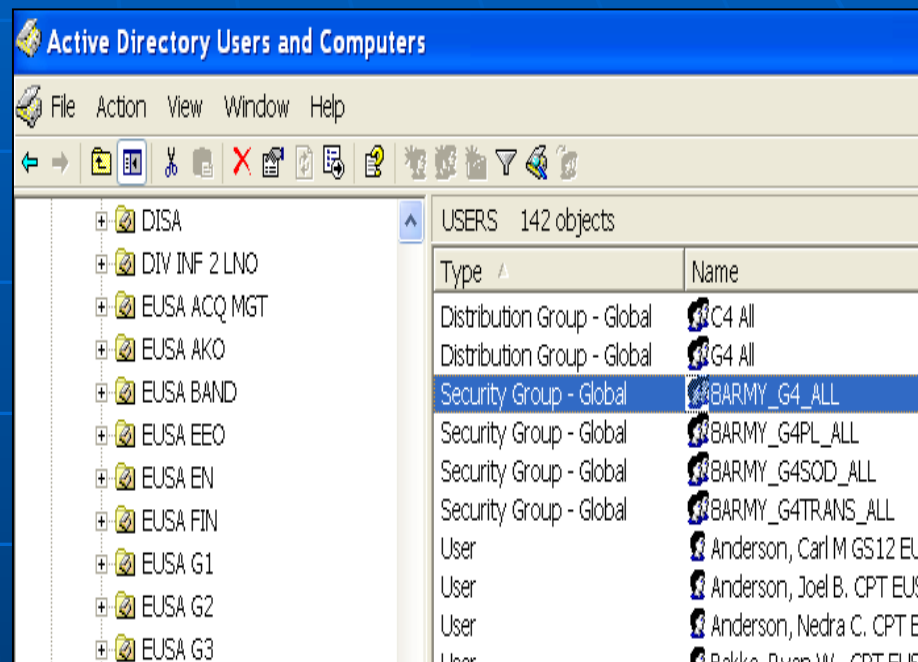


Permissions

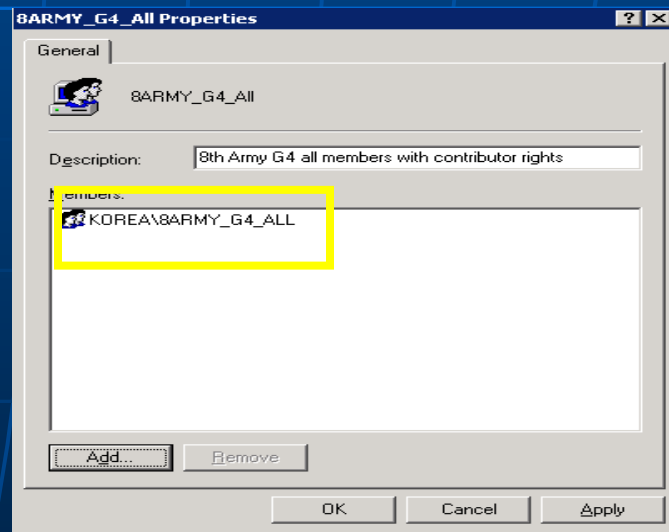
- General. Portal permissions are set by the Portal Admin (G6) using Group Accounts local to the IDM-T server. There are 2 types of group accounts, 8THARMY_Section_ALL and 8THARMY_Section_Web. These accounts are created with Domain or Active Directory Security Group Accounts as members. It is up to the section IMO to ensure that everyone in the section is a member of the ALL group

Permissions

1. Ensure section has both Security Group Accounts in the Active Directory AD (IMO coordinates with DOIM), with appropriate membership



2. Portal Admin creates local group account on IDM-T server. Makes the AD Security Group Account a member.



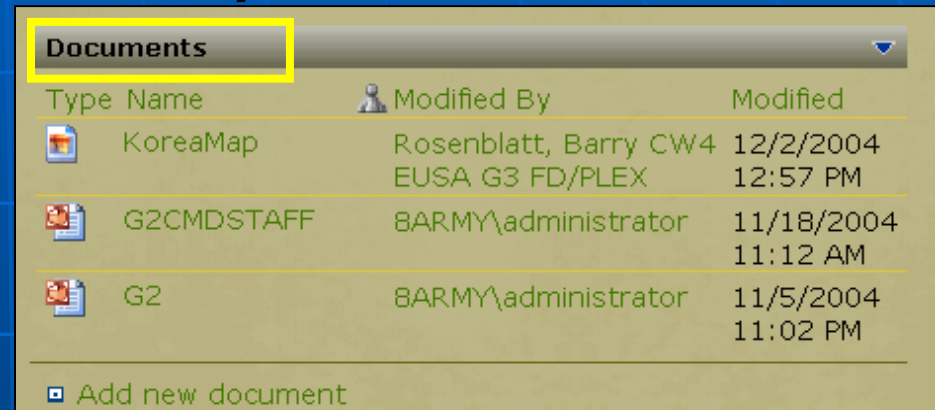
Permissions

3. All 8th Army
section sites have
these permissions

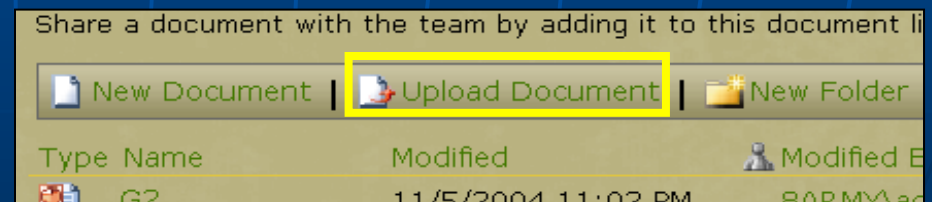
Domain Groups	User Name	Site Groups
<input type="checkbox"/> CWALA009B36S950 \\Barmy_admin	CWALA009B36S950 \\Barmy_admin	Administrator
<input type="checkbox"/> CWALA009B36S950 \\Barmy_en_all	CWALA009B36S950 \\Barmy_en_all	Contributor
<input type="checkbox"/> CWALA009B36S950 \\Barmy_en_web	CWALA009B36S950 \\Barmy_en_web	Contributor, Web Designer
<input type="checkbox"/> NT AUTHORITY\\authenticated users	NT AUTHORITY\\authenticated users	Reader

Uploading Files (using a diskette)

1. At your new Site, Click on the **Documents** tab.



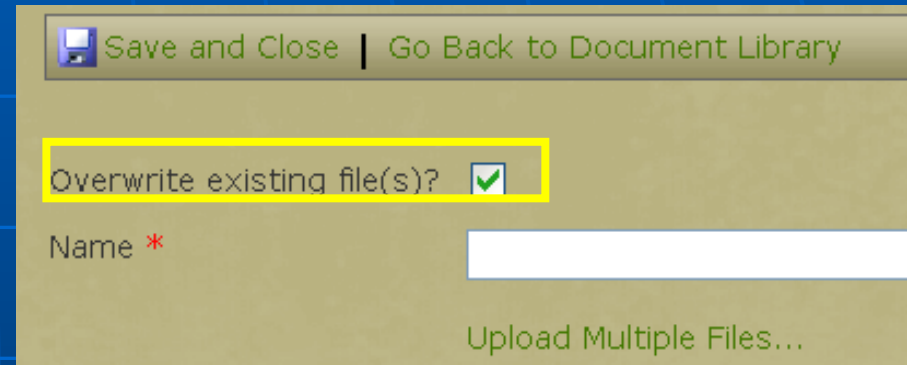
2. Click **Upload Document** in the toolbar. The **Upload Document** page appears.



Uploading Files (using a diskette)

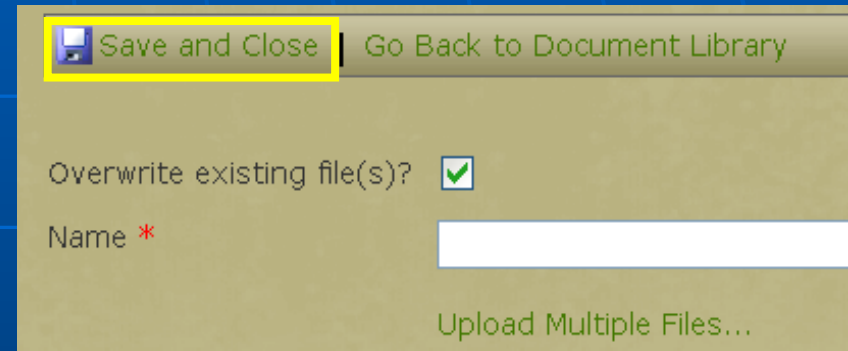
3. By default, the **Overwrite** option is selected. Only uncheck the box if you do not want to overwrite an existing file (it has no effect if the file is not already in the library).

4. Click the **Browse** button to locate the file.



Uploading Files (using a diskette)

5. Browse to the directory location (A: drive) of your file, select it and click on Open and then Save and Close.



Submit to Portal Area

1. At the 'Add Listing' window, scroll down to the 'Location' section, click on **Change Location**

The screenshot shows the 'Location' and 'Audience' sections of the 'Add Listing' window. The 'Location' section has a 'Default location:' dropdown menu with 'Home' selected and a 'Change location' link. The 'Audience' section has a 'Find audiences that start with:' search bar, a list of 'Available audiences' (8ArmyCHALL, 8ArmyENAll, 8ArmyFINAll, 8ArmyG1All, 8ArmyG2All, 8ArmyG3adaAll, 8ArmyG3All, 8ArmyG3asdAll), and a 'Selected audiences:' list containing 'All portal users'.

2. Checkmark all Areas you wish this document listing to be displayed

The screenshot shows the '8ARMY Portal Change Location' dialog box. It contains a tree view of areas with checkboxes. The 'Home' checkbox is checked. Under 'Staff/Special Staff', the 'Working Groups' checkbox is checked. Under 'Working Groups', the 'OSWG' checkbox is checked, and the 'OPWG' checkbox is checked. Under 'OPWG', the 'OIWG' checkbox is checked, and the 'C4IWG' checkbox is checked. Under 'C4IWG', the 'IOWG' checkbox is checked. Under 'MSCs', the '6CAV' checkbox is checked, the '17AVN' checkbox is checked, the '8PERSCOM' checkbox is checked, and the '8MP' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

Submit to Portal Area

Location

Click **Change location** to move this listing to a different area. Listings can appear in more than one area.

Default location: *

Home

[Change location](#)

Audience

Select one or more audiences for this listing. Assigning audiences to a listing controls how the listing appears if the parent area of this listing contains an audience-targeted Web Part. By default, listings in the Targeted Links on My Site area appear on a user's My Site if the user belongs to an audience assigned to this listing.

Find audiences that start with:

Available audiences:

- 8armyCHALL
- 8ArmyENAll
- 8armyFINALL
- 8ArmyG1All
- 8ArmyG2All
- 8ArmyG3adaAll
- 8ArmyG3All
- 8ArmyG3asdAll

Selected audiences:

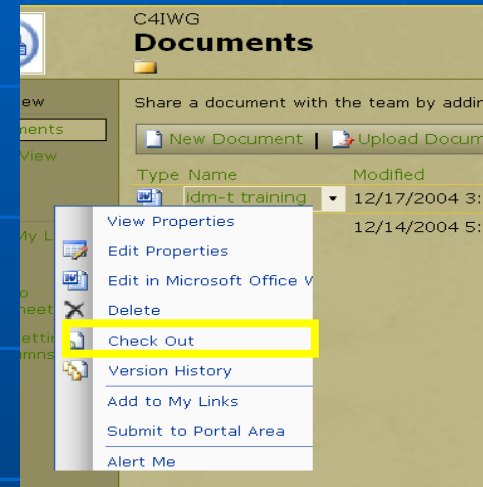
- All portal users

- At the Audience section, select which audience you would like to enable viewing this document from the selected Area.

Check In/Out

1. Place mouse over the document, click down arrow, Select **Check Out**

2. The document is now only available as READ ONLY for other users, this prevents multiple edits at one time and loss of changes. The person who has it checked out is now listed.



New Document Upload Document New Folder Filter Edit in Datasheet			
Type	Name	Modified	Checked Out To
	idm-t training	12/20/2004 10:43 AM	Rosenblatt, Barry CW4 EUSA G3 FD/PLEX

Check In/Out

3. When done making changes to the document, to make it available to other users for edit: Place mouse over the document, click down arrow, Select **Check In**



4. You may choose the mode for Check In, **OK**

C4IWG
Check In

Use this page to check in a document that you have currently checked out.

Document Check In

The changes you make to a document can be made available to other users when you check in changes or the document to this Web site.

☒ Check in document
☐ Check in changes saved to this document, but keep the document checked out
☐ Discard changes and undo check out

Check In comments:
I have made changes to Appendix H|

OK

Questions?

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